CCA Request for Business Cards Information Collection Form

1. Campus ☐ SF ☐ OAK

2. Name

FIRST NAME	M.I.	LAST NAME

○ MFA   ○ MA   ○ PhD   ○ AIA   ○ Other [＿＿]   ○ None

3. Title and Department

Faculty/academic titles take the form: *[Position], [Discipline] Program*. Please include emeritus if applicable.
EXAMPLES: *Chair, Graphic Design Program; Assistant Chair, Sculpture Program; Associate Professor, Visual Studies Program*

Staff titles take the form: *[Position], [Department* or *Campus]* unless the title clearly implies the department.
EXAMPLES: *Coordinator, Undergraduate Exhibitions; Associate Dean of Instruction, Oakland; Model Making Studio Manager*

POSITION	DISCIPLINE OR DEPARTMENT OR CAMPUS

ADDITIONAL TITLES OR POSITIONS HELD AT CCA

4. Phone Numbers

Phone numbers always take the form: ###.###.#### (no parentheses or hyphens).
The extension field is needed only if you need an extension listed with the 1.800 number or if you have a nonstandard voicemail extension.
The 1.800 number is used for employees of the **Financial Aid and Enrollment Services offices only.**

CCA PHONE NUMBER   EXTENSION (*1.800 only*)

CCA FAX NUMBER   CELL PHONE NUMBER (OPTIONAL)   HOME PHONE NUMBER (OPTIONAL)

OTHER (OPTIONAL)

5. Email (Required) and CCA Website

All business cards are required to list a CCA email address. Non-"@cca.edu" addresses are not permitted. If you don't have a CCA email address, or want to have CCA emails forwarded to a non-CCA account, contact helpdesk@cca.edu (510.594.5010) for assistance.

[＿＿＿＿＿] @cca.edu

CCA EMAIL ADDRESS (REQUIRED)   CCA DEPARTMENT OR PROGRAM URL (OPTIONAL)

6. Additional Information

If you have any additional information that needs to be included on your card, please describe it in the box below.
If your name has any special capitalization or diacritical marks (ñ, ü, ç, é, etc.), please note below.

When finished filling out this form in Adobe Acrobat Pro choose "Save as..." from the File menu and enter the name of your department, and your name following this example: "Department_FirstLast.pdf" Print out a copy of the form to includewith your Purchase Request form when you interoffice it to the Purchasing office. Email the newly saved PDF file as an attachment to the Purchasing office at businesscards@cca.edu

PLEASE NOTE:
All nonadministrative faculty business card requests must be approved by Academic Affairs before they will be processed. The circle photos are preprinted at random and cannot be requested. When you receive the proof of your card, please proofread all details carefully. The requesting department will be charged the cost of reprinting any erroneous cards. Once you have proofread carefully, email any corrections to businesscards@cca.edu.